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DEPARTMENT OF THE AIR FORCE  
1130TH AEROSPACE TECHNICAL DEVELOPMENT  
AND TRAINING GROUP  
Edwards Air Force Base, California 93523

ATTG Reg 205-4

4 November 1969

Security

UNSECURED SAFES (ACCOUNTABILITY FOR CLASSIFIED DOCUMENTS)

This regulation establishes procedures for an accurate and speedy accountability of classified documents when safe has been found open at a time other than normal duty hours.

1. Policy. A daily after-hours inspection will be performed by plant protection personnel of all classified material storage safes. Custodians of these safes will be held accountable for all stored material in event a safe is found unsecured.

2. Responsibility. All section chiefs will appoint a primary and alternate safe custodian for all safes within their area. These names will be written on a 3 x 5 card attached to the top drawer, right side of each safe. The absence of a card will indicate the section chief has assumed full responsibility.

3. Procedures.

a. In the event plant protection personnel find an unsecured safe at a time other than working hours, he will take the following course of action:

(1) Advise the person who signed the final security check sheet that the safe had been found open and to report without delay to his office.

(2) Stand by the safe until above person arrives to inventory the safe.

b. If the person called is unable to inventory the contents of the safe, he will call the person noted on the 3 x 5 card or the section chief as appropriate.

Supersedes WRSP-IV Reg 205-4, 7 Apr 69. (For summary of revised, deleted, or added material, see signature page.)

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c. Under no circumstances will plant protection personnel be allowed to lock the safe, inventory contents, or to assume any responsibility other than guarding the safe.

*R.A. Schamber*

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Commander

Summary of revised, deleted, or added material

Entire regulation updated. Organizational designation changed.

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